

UPK SUMMER PACKET CHECK LIST

- AFTERSCHOOL PROGRAM LETTER
- AFTERSCHOOL PROGRAM SIGN-UP FORM
- AFTERSCHOOL PICK UP AUTHORIZATION FORM
- AFTERSCHOOL PROGRAM CONTRACT
- NO AFTERSCHOOL DATES
- AFTERSCHOOL PROGRAM WITHDRAWAL/CHANGE FORM
- SMART TUITION SET UP ACCOUNT FORM **(ONLY FOR FAMILIES PARTICIPATING IN THE AFTERSCHOOL MONTHLY PROGRAM)**
- IRIS ALERT



ST. LUCY's Afterschool Program
UPK 2018/2019

Dear Parents:

St. Lucy School is happy to provide an Afterschool Program for all our students enrolled in UPK, beginning Friday, September 7, 2018 and ending on Tuesday, June 11, 2019.

The program operates from Monday-Friday, from dismissal to 6PM and half days from 12PM-6PM. Currently, there are 175 school days of which 165 days have aftercare available.

The school offers a five day plan in order to accommodate the needs of our families (our rates are based on the total number of after school days). After school is billed over 8 months beginning with October billing and finishing with May billing through your Smart Tuition Account. Please set up an account by filling in "UPK AFTERSCHOOL SMART TUITION ACCOUNT SET-UP FORM". Please return form to school by September 7th. Any payment that is **NOT** posted on your SMART TUITION account by the applicable due date is considered late and will be subject to a late fee of \$40.00. Late fees are assessed the day after a family misses its due date.

The daily rate is \$25 per child, per day for those not in the monthly program. Payment must be made the day the child(ren) attend the Afterschool Program. If payment is not made directly to school on that day, child(ren) will not be able to remain in program till payment is made (including late fee).

The sibling discounts embedded in each plan will also cover children in PK3-8th grade. (EX: UPK child has sibling in 3rd grade).

If you are interested in enrolling your child, you **MUST** fill out the UPK Afterschool Registration Form and return to school by Sept. 7th along with your \$40 registration fee, Afterschool Contract Form and Authorization Pick Up form. No child will be able to start without all forms handed in. Once you enroll, we will automatically set up your Smart Tuition Account to reflect the charge.

If for any reason you need to change your program option you must fill out a Withdrawal/Change Form indicating the effective date of the change. These changes must be handed into the office one month prior to the effective change date. (EX: if you want your change to start on November 1st, the form must be submitted to the office on October 1st). Once the office receives this request, we will send home confirmation stating that we received your new updated form. If you do not receive confirmation of your change, please contact the office, No verbal request of changes will be accepted.

There will be no Afterschool Program on days that school is closed. Please keep in mind in extreme emergencies (such as bad weather), we may have to cancel the Afterschool Program for the safety of the children and staff. At times this notice maybe done on short notice through an IRIS ALERT>

If you are using the Afterschool Program and your child is absent or does not regularly attend refunds or credits will not be issued.

Please be aware a **LATE PICK-UP FEE OF \$25** per child will be charged for every **10** minutes or any part there of that your child(ren) remains after 6:00pm. The fee will automatically be charged to your SMART account.

**After School Program Registration Form
UPK / 2018-2019**

All information must be neatly printed

Student Name(s):

1. _____ Class Pre-K _____

2. _____ Class Pre-K _____

3. _____ Class Pre-K _____

_____ ONE CHILD - \$ 450 per month

_____ 2 CHILDREN - \$ 550 per month

_____ 3 CHILDREN - \$ 630 per month

Parent Name (PRINT): _____

Parent Signature: _____ Date _____

Parent Cell# _____

AFTER-SCHOOL PICK UP AUTHORIZATION

IN ORDER TO REGISTER FOR THE AFTER SCHOOL PROGRAM YOU MUST HAVE AT LEAST 2 PEOPLE WITH (ACTIVE PHONE NUMBERS) ON THIS FORM THAT ARE AUTHORIZED TO PICK UP YOUR CHILD(REN) IN CASE YOU ARE LATE.

PARENT NAME: _____

PARENT EMAIL _____

CELL NUMBER _____

CHILD(REN)'S NAME: _____ **GRADE** _____

_____ **GRADE** _____

_____ **GRADE** _____

AUTHORIZED TO PICK UP CHILD(REN)

NAME _____

ADDRESS _____

WORK NUMBER: _____

CELL NUMBER: _____

NAME: _____

ADDRESS: _____

WORK NUMBER: _____

CELL NUMBER: _____

NAME: _____

ADDRESS: _____

WORK NUMBER: _____

CELL NUMBER: _____

St. Lucy's Afterschool/Homework Club Contract

The program is open until 6:00pm. (except when notified of early closing due to inclement weather, emergency etc.)

- 🚩 All children must be picked up NO LATER THAN 6:00pm.
- 🚩 Late fee of \$25.00 per child will be charged for every 10 minutes or any part there of that your child remains after 6:00pm.
- 🚩 All late fees will automatically be added to your SMART TUITION account.
- 🚩 If you are late 3 times, you will be asked to remove your child(ren) from the program (NO REFUND)
- 🚩 All payments are due by the 5th of the month thru SMART TUITION.
- 🚩 Any person who is more than one month in arrears ***will not*** be allowed to use the program until payment is made.
- 🚩 In Homework Club, a teacher will check homework, however, depending on each student's individual needs, homework may not always be completed. Please check the Homework Club teachers form to see what still needs to be completed.
- 🚩 By signing below, I am agreeing to the guidelines listed above for the Afterschool/Homework Club Program.
- 🚩 I am also aware that my child(ren) will not be allowed to use the program until the tear-off is returned to the school, regardless if payment has already been made.

St. Lucy's Afterschool/Homework Club Contract

2018/2019

Student
Name(s) _____

Grade(s) _____

Parent
Name _____

Parent
Signature _____



NO AFTERSCHOOL/HOMEWORK CLUB

WEDNESDAY, NOVEMBER 21

FRIDAY, DECEMBER 14

FRIDAY, DECEMBER 21

WEDNESDAY, APRIL 17

WEDNESDAY, JUNE 12

THURSDAY, JUNE 13

FRIDAY, JUNE 14

After School Program

WITHDRAWAL/CHANGE FORM

Change and Withdrawal Policy

All changes for After School must be submitted to the School's office *one month prior to the effective change date*. (Example: if you want your change to start on November 1st, the form must be submitted into the office **by** October 1st). Once the office receives this request we will confirm that we have received your withdrawal/Change form. If you do not receive confirmation of your change please contact the office. No verbal request of changes will be accepted.

All information must be neatly printed

MY CURRENT AFTER SCHOOL PLAN: _____

Student Name(s):

1. _____ **Grade:** _____

2. _____ **Grade:** _____

3. _____ **Grade:** _____

I WOULD LIKE TO:

1) **CANCEL MY AFTER SCHOOL PLAN AS OF: (Date)** _____

REASON FOR CANCELLING: _____

2) **CHANGE MY AFTER SCHOOL PLAN AS OF: (Date):** _____

SPECIFY NEW PLAN: _____

Parent/Guardian Name (PRINT)

Date

Parent/Guardian Name - Signature

School Use Only	
Received by:	
Date Received:	

UPK SMART TUITION ACCOUNT SET-UP FOR AFTERSCHOOL PROGRAM ONLY

School	
Student First Name	
Student Last Name	
Grade	UPK
Primary Language	
Address	
City	
State	
Zip	
Email Address	
Mobile Phone	
Parent First Name	
Parent Last Name	
Secondary Email Address	
Additional Parent First Name	
Additional Parent Last Name	
Home Phone	
Do YOU already have a family at the school	



Dear Parents:

We will be using the **IRIS Alert System** to send important messages from school. In order for you to receive the alerts, such as school closings, it is important that we have updated home, work and cell phone numbers as well as a current email address.

Please complete the below form by listing 3 phone numbers and 2 email addresses in the order of importance and return it to school by Wednesday, September 5th.

Thank you.

Mrs. Stefanini
Principal

.....
IRIS ALERT 2018/2019

PLEASE PRINT CLEARLY

Child(ren)'s Name _____ Grade(s) _____

Phone# 1: _____

Phone# 2: _____

Phone# 3: _____

Email# 1: _____

Email#2: _____